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Chief, Management Staff

23 March 1956

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Chief, OCM Staff (DD/I and DD/S Areas)

FILED:
RETURN TO
RECORDS MANAGEMENT DIVISION

Work Report, Week Ending 22 March 1956.

1. Project 6-25, Personnel Records Survey

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_____ have completed their work on the survey and Mr. _____ is preparing a staff study.

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2. Project 6-16, Survey of Personnel Procedures

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Installation of the manpower control system in Commo is temporarily held up pending the concurrence of the Comptroller. The Comptroller offers no basic objection to the plan as devised but did ask further data from Commo regarding comparison with former T/O's and assurances that Commo would operate certain controls formerly exercised by the Comptroller. Commo has complied and the Comptroller concurrence is now expected momentarily. Commo has all documentation, personnel actions, records, etc., ready and the system can be made effective as soon as Office of Personnel can cut the actions.

3. Project 5-80, Review of Procedures, Printing Services Division

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A survey was made of the Stock and Supply Branch procedures and the conclusions reached together with the recommendations will be discussed with Messrs. _____ of the Printing Services Division.

4. Project 5-1a, Fiscal Division

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_____. No change in status.

5. Project 6-24, Survey of Separation Procedures

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Interviews have been conducted with OHR Map Library, OTR Library, OCH Library, OCI, Insurance Division, Office of Security and Credit Union. Additional information on collection cases has also been obtained from Finance Division. Monetary losses arising from persons resigning in 1955 were \$8,000 of which \$700 has been repaid. With one or two exceptions, these were all former DD/P employees, particularly from PE and DE. Dr. _____ was contacted and he is arranging a meeting on 26 March of the Administrative Officers of the operating divisions and staffs of DD/P at which we will present the problem and arrange for interviews.

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The problem in the libraries and in OCI has been found to be negligible. The Agency library loss last year was about \$680 and this cannot all be attributed to separations. The other libraries have no losses and OCI hasn't had any cases.

6. Project 5-46, ELINT Study

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_____. No change in status.

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7. Project 5-73, OSI Reorganization [REDACTED]. OSI is continuing to prepare functional statements for the branches. A new job description for the questionable job in the Fundamental Sciences Division has been submitted to Von Schrader, but it has not been forwarded as yet to the Management Staff. 25X1A9a

8. Project 5-62a, Survey of Industrial Register [REDACTED]. No change in status. 25X1A9a

9. Project 5-62, Study of all Registers, OCR [REDACTED]. No change in status. 25X1A9a

10. Project 5-72, Cartographic Support Regulation [REDACTED]. No change in status. 25X1A9a

25X1A9a 11. Project 6-21, Study of Agency Clipping Services Provided by OCR and DD/P [REDACTED]. The Security Staff, OSI was contacted relative to Burk's clearance for entrance into the special centers and additional information furnished them which should expedite for clearance.

12. Project 6-14, Study of Overties Practices. No change in status.

13. Analysis of Manpower Survey [REDACTED]. The examination of the documents on manpower utilization has been completed and a draft has been prepared for discussion of the problems. 25X1A9a

14. Production Control System, Photo Intelligence Division, OCR [REDACTED]. Certain factors are being researched by the Photo Intelligence Division, which are necessary before any further action can be taken by the OSM Staff. 25X1A9a

25X1A9a 15. Reduction of T/O to Ceiling, Offices and Staffs of the DD/S [REDACTED]. The request for reduction in T/O to ceiling in the Office of Logistics has been prepared and should be received by the Management Staff next week. A meeting was held with the Chief of the Admin. Staff and Personnel Officer, OTR at which they were advised as to the proper procedure for reducing the OTR T/O to ceiling. 25X1A9a

16. MS-808, Reorganization of Publications Unit, FDD [REDACTED]. Completed. We persuaded FDD to create officially a unit structure in the Publications and Survey Section and to eliminate four other proposed typing supervisors. This will result in \$1,700 less additional cost than the original FDD proposal.

17. Transfer of Unvouchered Slots to Vouchered, Office of Security (Unassigned). The Chief, Administrative Staff, Office of Security, discussed with me the problem of 12 unvouchered employees who are working in headquarters. The Director of Security will request a memo of services of the OSM Staff to determine the necessity of the assignment of the unvouchered employees to headquarters. This will entail a study of the functions of the components to which they are assigned, workload data and possibly, to some extent, the procedures involved.

18. MS-811, Change in T/O of the Office of the DE/I. [REDACTED] 25X1A9a
Completed.
19. MS-813, Audit Staff, Reduction of T/O to Ceiling [REDACTED]. 25X1A9a
Completed.
20. OCI Reorganization and Reduction of T/O to Ceiling [REDACTED]. The 25X1A9a
Executive Officer, OCI reports that two ceiling slots are to be transferred
to ORR to carry on the economic current intelligence function and this will
delay transmittal of the OCI reorganization proposal.

[REDACTED] 25X1A9a

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